

Dear Applicant:

This package contains information necessary for the submission of applications for fiscal year (FY) 2000 grant awards under the Formula Grants to Local Educational Agencies Program (CFDA 84.060), authorized in Part A, Subpart 1 of Title IX of the Elementary and Secondary Education Act (the Act). The purpose of the Indian Education Formula Grant program is to eligible applicants to provide Indian students with the opportunity to meet the same challenging State standards as all other students and meet the special educational and culturally related academic needs of American Indian and Alaska Native students. The Act and the instructions in this letter and application package are to be used in developing your fiscal year 2000 application.

**The deadline for submission of applications is June 2, 2000.**

Applications that do not meet the deadline will not be considered for funding in the initial allocation of awards. However, if funds become available after the initial allocation of funds, applications not meeting the deadline may be considered for funding if the Secretary determines, under Section 9117(d) of the Act, that reallocation of those funds to late applicants would best assist in advancing the purposes of the program. However, the amount and date of an individual award, if any is made under this provision, may be less than the applicant would have received had the application been submitted on time. In any case, no grant may be awarded unless a completed application has been received, reviewed, and approved by the Department.

**Special Instructions:**

- Projects supported by grants under this program may be planned for a period of up to 5 years. However, funding for each subsequent year of a multi-year project will be approved annually upon receipt and approval of a continuation application. Additional instructions have been included in the application package for new multi-year applications.
- All new and continuation applications will use the forms provided in this application package. Specific instructions are provided on the contents for each type of application.
- Applications submitted must address all required information in order to be funded.

- Applications for new project periods must provide information that addresses Section 427 of the Department of Education's General Education Provisions Act (GEPA), the requirements of which are enclosed in Section C, Part IX.
- All applicants, except Bureau-funded schools, are required to submit a copy of their application to the appropriate State Department of Education for review (required in section 9118 of the Act). The copy should be submitted to the State Department of Education at the same time the original and two copies are submitted to OIE.
- Submit the **original and two copies** of your application to:

*U.S. Department of Education  
Office of Indian Education  
Attention: CFDA #84.060  
400 Maryland Ave., SW., Room 3W111  
Washington, DC 20202-6335*

***Please pay special attention to the instructions for mailing the application. No U.S. Department of Education employee is authorized to extend any deadline published in the Federal Register.***

For technical assistance concerning completion of the application forms or information to be contained within the application, please contact your program specialist in the Office of Indian Education (see Section E, OIE Contacts).

Sincerely,

David Beaulieu  
Director  
Office of Indian Education

**Additional Program Assurances for 84.060 - Indian Education Formula Grants**  
**Required for ALL Applications**

1. If the applicant is an LEA, it assures that funds received under this program will be used only to supplement the level of funds that, in the absence of the Federal funds made available under this program, the LEA would make available for the education of Indian children, and not to supplant such funds. (Section 9114(c)(1) of Part A, Title IX)
2. It assures that it will submit a performance report, or, for the last year of a project, a final report, that evaluates at least annually: (a) the grantee's progress in achieving the objectives in its approved application; (b) the effectiveness of the project in meeting the purposes of the program; and (c) the effect of the project on participants being served by the project. (34 CFR 75.590)
3. It assures that it will cooperate in any evaluation of the program by the Secretary. (34 CFR 75.591)
4. It assures that the program for which funds are sought is based on a local assessment and prioritization of the special educational and culturally related academic needs of the American Indian and Alaska Native students for whom the LEA is providing an education. (Section 9114(c)(2) of Part A, Title IX)
5. It assures that it will use the best available talents and resources, including persons from the Indian community. (Section 9114(c)(3) of Part A, Title IX)
6. It assures that it has developed the project for which application is made and any amendments to the application (a) in open consultation with parents of Indian children and teachers and, where applicable, secondary school students, including one or more public hearings; and (b) with the participation of a parent committee selected in accordance with section 9114(c) of the statute; and (c) with the written approval of that parent committee. (Section 9114(c)(3) of Part A, Title IX)
7. It assures, if it is a local educational agency, that the parent committee will adopt and abide by reasonable by-laws for the conduct of the project for which assistance is sought. (Section 9114(c)(4) of Part A, Title IX)
8. It assures that the policies and procedures, and sets forth such policies and procedures, including policies and procedures relating to the hiring of personnel, will ensure that the program will be operated and evaluated in consultation with, and with the involvement of, parents of the children, and representatives of the area, to be served. (Section 9114(c)(4) of Part A, Title IX)

9. It assures that an application for inclusion of these program funds in a Title I school-wide project, has been approved, in writing, by the parent committee and that the parent committee was allowed to review the application in a timely fashion, has determined that the program will not diminish the availability of culturally related activities for American Indians and Alaska Native students, and has determined that the Title I schoolwide project meets the purpose of the Indian education formula grant program. (Sections 9114(c)(4)(D) and 9115(c) of Part A, Title IX)
10. It assures that it will directly administer or supervise the administration of the project. (34 CFR 75.701)
11. It assures that it will keep records related to grant funds, program compliance and program performance and will afford the Secretary access to these records as the Secretary may find necessary to assure the correctness and verification of reports made by the applicant. (34 CFR sections 75.730-.732)
12. It assures that it has fiscal control and fund accounting procedures that insure proper disbursement of and accounting for Federal funds. (34 CFR 75.702)
13. It assures that the comprehensive plan developed will be consistent with, and revised as needed, and promote the goals in the State and local improvement plans, either approved or being developed, under Title III of the Goals 2000: Education America Act or, if such plans are not approved or being developed, with the State and local plans under sections 1111 and 1112 of Title I of the Improving America's Schools Act. (Section 9114(b) of Part A of Title IX)
14. Pursuant to Section 14306(a) of the Elementary and Secondary Education Act, it assures that:
  - The program will be administered in accordance with all applicable statutes, regulations, program plans, and application;
  - The control of funds provided under the program and title to property acquired with program funds will be in a public agency or in a nonprofit private agency, institution, organization, or Indian tribe, if the law authorizing the program provides for assistance to those entities and who will administer these funds and property to the extent required by the authorizing statute;
  - The applicant will adopt and use proper methods of administering the program, including -- the enforcement of any obligations imposed by law on agencies, institutions, organizations, and other recipients responsible for carrying out the program; and the correction of deficiencies in program operations that are identified through audits, monitoring, or evaluation;

- The applicant will cooperate in carrying out any evaluation of the program conducted by or for the State educational agency (SEA), the Secretary or other Federal officials;
- The applicant will use fiscal control and funds accounting procedures that will ensure proper disbursement of, and accounting for, Federal funds paid to the applicant under this program;
- The applicant will make reports, maintain records, provide information, and afford access to the State educational agency and the Secretary as may be necessary to enable the SEA and the Secretary to carry out and perform their duties under this program; and
- Before the application is submitted, the applicant affords a reasonable opportunity for public comment on the application and has considered those comments.

Title of Authorized Official	Organization
Signature of Authorized Official	Date

Required for **Continuation Applications**  
if changes are proposed (pages 1-4).

- Section C, Part V

OMB #1810-0021, Exp. Date 4/30/2003

COMPREHENSIVE PLAN SUMMARY

**PROJECT PERFORMANCE OBJECTIVES**

**Instructions:** Complete the table for each objective of the project being revised.

Content/ Topic Area	Grades or Grade Levels to be Targeted	Current Performance Levels for Grades Targeted	<u>National Goal or State or Local</u> Student Academic Content or Performance Standard Targeted	Targeted Level of Achievement by Grade to be Reached by End of Year & Mid-Year	Measure(s) of Achievement to be Used by Grade Level(s) Served	Quantity of Students to Achieve at Target Level	Timeframes for Each Assessment Method	Service Delivery Method & Frequency
<u>Example:</u>  Lang. Arts/ Writing	Grades 6-7	75% of 7 <sup>th</sup> Grade Indian Students score in the 25 <sup>th</sup> to 40 <sup>th</sup> percentiles on the ITBS.	Students are to score at the Proficient or Above Proficient levels (50 <sup>th</sup> percentile or higher) in Language Arts in grades 3 and 7.	End of Year – Achieve scores in the 50 <sup>th</sup> percentile or above at grade 7; increase of two letter grades in language arts for grade 6. For mid-year progress, increase of one letter grade for both grades.	ITBS for grade 7; student grades for grade 6. Student grades for interim assessments for both grades.	112 students (100%)	Each grading period; spring testing for ITBS	Develop weekly middle school newspaper; 1 hr. weekly in-school creative writing class to develop school book on local tribal history.
Math								
Reading								

Content/ Topic Area	Grades or Grade Levels to be Targeted	Current Performance Levels for Grades Targeted	<b><u>National Goal or State or Local</u></b> Student Academic Content or Performance Standard Targeted	Targeted Level of Achievement by Grade to be Reached by End of Year & Mid-Year	Measure(s) of Achievement to be Used by Grade Level(s) Served	Quantity of Students to Achieve at Target Level	Timeframes for Each Assessment Method	Service Delivery Method & Frequency
Language Arts/ Writing								
Science								
Attendance								

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Drop-out								
Substance Abuse								
Violent Behavior								

Content/ Topic Area	Grades or Grade Levels to be Targeted	Current Performance Levels for Grades Targeted	<b><u>National Goal or State or Local</u></b> Student Academic Content or Performance Standard Targeted	Targeted Level of Achievement by Grade to be Reached by End of Year & Mid-Year	Measure(s) of Achievement to be Used by Grade Level(s) Served	Quantity of Students to Achieve at Target Level	Timeframes for Each Assessment Method	Service Delivery Method & Frequency
Native Language								
Tribal History/ Customs								
Other- Specify:								

**SUBSTANTIAL PROGRESS SUMMARY*****Instructions*** -- Complete the table for each current objective of the project indicating the progress achieved to date.

Content/ Topic Area	Grades or Grade Levels to be targeted	Current Performance Levels for Grades Targeted	<b><u>National Goal or State or Local</u></b> Student Academic Content or Performance Standard Targeted	Targeted Level of Achievement by Grade to be Reached by End of Year & Mid-Year	Measure(s) of Achievement to be Used by Grade Level(s) Served	Estimated Quantity of Students to Achieve at Target Level	Level of Progress and Actual Number Achieving Level to Date	Proposed Changes to be Made to Project
<b><i>Example:</i></b>  <b><i>Math</i></b>	<b><i>Grades 3-4</i></b>	<b><i>40% of Indian students at grade 4 score below the Proficient Level.</i></b>	<b><i>Students must reach a scale score of 200 or above (Proficient Level) in math in grades 4, 6, 8 and 10.</i></b>	<b><i>End of Year - A scale score of 200 or above (Proficient Level) for grade 4; for grade 3 a score at the 50<sup>th</sup> percentile or above. By mid-year, one grade letter increase for both grades.</i></b>	<b><i>State assessments for grade 4. CTBS/5 for grade 3. Student grades for all interim assessments.</i></b>	<b><i>60 Students (100%)</i></b>	<b><i>By mid-year, 6 (10%) increased by two letter grades; 45 (75%) increased by one letter grade; 9 (15%) increased by one-half letter grade.</i></b>	<b><i>More concentration on math reasoning and problem solving in written math problems; change summer math enrichment program to target students promoted to 4th grade.</i></b>
Math								
Reading								

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Language Arts/Writing								
Science								
Attendance								

Content/ Topic Area	Grades or Grade Levels to be targeted	Current Performance Levels for Grades Targeted	<u>National Goal or State or Local</u> Student Academic Content or Performance Standard Targeted	Targeted Level of Achievement by Grade to be Reached by End of Year & Mid-Year	Measure(s) of Achievement to be Used by Grade Level(s) Served	Estimated Quantity of Students to Achieve at Target Level	Level of Progress and Actual Number Achieving Level to Date	Proposed Changes to be Made to Project
Drop-out								
Substance Abuse								
Violent Behavior								

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Native Language								
Tribal History Customs								
Other- Specify:								

## **Indian Student Assessments**

***Instructions*** -- Identify how the LEA has periodically assessed the progress of all Indian children enrolled in the schools of the LEA (including Indian children who do not participate in the activities funded under this program), shared the results with the Indian community and Parent Committee, and how the LEA is responding to results of previous assessments. ***Note: Applicants not required to have a Parent Committee (for example, Tribes that apply in lieu of a LEA or a school funded by the BIA) must still meet the remaining requirement for sharing the assessment data with the community.***

Assessment Procedure(s) Used	Timeframe of Last Assessment(s) Conducted	Method of Dissemination to Indian Community and Parent Committee	How is LEA responding to findings of previous assessment(s)?
<i>Example: State assessments for grades 5, 8 and 11</i>	<i>Spring 1999</i>	<i>Parent Committee Meeting in September 1999; Public Hearing for Title IX Application conducted in March 2000.</i>	<i>Modification to current objectives and service delivery; Improved coordination with other programs on skill levels to be targeted.</i>

Year: 1 2 3 4 5 (Circle)

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Section C, Part VI

**BUDGET DETAIL SUMMARY**  
**PERSONNEL FUNDED BY PROJECT**

*Required for ALL applications. For new multi-year applications, submit a separate page for each year being requested. Make additional copies as needed.*

**Instructions: Complete all columns for each type of personnel to be funded by the program.**

PERSONNEL FUNDED BY TITLE IX	NUMBER	PERCENT OF TIME	PERSONNEL COST	FRINGE COST
Project Director/Coordinator: (specify title)				
Teachers: (specify by type or title)				
Teacher Assistants: (specify by type or title)				
Counselors: (specify by type or title)				
Certified Support Staff: (specify by type or title)				
Non-certified Support Staff: (specify by type or title)				
Clerical Support Staff: (specify by type or title)				
Summer Teachers: (specify by type or title)				
Other: (specify by type or title)				
<b>TOTAL</b>				

**BUDGET DETAIL SUMMARY**  
**BUDGET CATEGORIES FUNDED BY PROJECT**

*Required for ALL applications. For new multi-year applications, submit a separate page for each year being requested. Make additional copies as needed.*

BUDGET CATEGORIES: For each major budget category, identify the item(s) to be purchased with Title IX funds, the costs basis for the item(s), the project objective(s) that is supported by the proposed cost, and the amount per item.

ITEMS & COST BASIS	OBJECTIVE THAT COST IS RELATED TO	AMOUNT
<b>TRAVEL:</b>		
<b>EQUIPMENT:</b>		
<b>SUPPLIES:</b>		
<b>CONTRACTUAL:</b>		
<b>OTHER:</b>		
<b>INDIRECT COSTS: (Identify rate)</b>		
<b>TRAINING STIPENDS:</b>		
<b>TOTAL</b>		

DEPARTMENT OF EDUCATION  
OFFICE OF INDIAN EDUCATION

INDIAN STUDENT COUNT - LEA TOTAL

<b>LEA Name:</b>		<b>LEA Mailing Address:</b>	
<p><u>Instructions:</u> This form is used to establish the total Indian student count of the LEA for the purpose of generating funds under the Indian education formula grant program. The information from the individual ED 506 forms on file during the count period for Indian students enrolled in the LEA during the designated count period is to be compiled and reported on this form.</p>			
<p><b>A. Breakdown of the <u>number</u> of eligible Indian children according to their eligibility status as indicated on the ED 506 form. The count of Indian children should be unduplicated by category, the sum of which is the same as the total number of Indian children identified in block B.</b></p> <p>1. _____ Federally recognized, including Alaska Native</p> <p>2. _____ State Recognized</p> <p>3. _____ Terminated</p> <p>4. _____ Organized Indian Group meeting the definition of "Indian"</p>			
<p><b>B. Total <u>number</u> of eligible Indian children enrolled in the LEA's schools during the count period:</b></p>		<p><b>Count Period:</b></p>	<p><b>Total <u>number</u> of students enrolled in the LEA's schools (Indian and Non-Indian):</b></p>
<p><i>The LEA certifies that the above count represents the number of eligible Indian students enrolled in the its schools and for whom a Student Eligibility Certification (ED 506) form <b>was on file</b> during the count period indicated. It is understood that this count will be used to calculate an award of Federal Assistance and that it is subject to audit.</i></p>			
<p>Signature of authorized LEA representative</p>		<p>Telephone Number</p>	<p>Date</p>

**PARENT COMMITTEE APPROVAL**

**Required for ALL Applications annually except BIA-funded Schools and Tribes**

*Complete this page for Parent Committee approval of a regular Title IX program:*

LEA Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip \_\_\_\_\_

This certifies that the Parent Committee for the above LEA has participated in the development of the application herein submitted and approves the proposed project. This application is **not** submitted for inclusion of the project funds in a Title I school-wide program.

_____ Name, Title	_____ Date	_____ Name, Title	_____ Date
_____ Name, Title	_____ Date	_____ Name, Title	_____ Date
_____ Name, Title	_____ Date	_____ Name, Title	_____ Date
_____ Name, Title	_____ Date	_____ Name, Title	_____ Date

(Note: The LEA and Parent Committee (PC) are to locally determine the number of PC members that are required for PC approval of the application.)

**PARENT COMMITTEE APPROVAL****Required for ALL Applications annually except BIA-funded Schools and Tribes**

*Complete this page for Parent Committee Approval for incorporation of project funds within a Title I Schoolwide Program:*

This certifies that the Parent Committee for the above LEA has participated in the development of the application herein submitted and approves the proposed project which **is** submitted for inclusion in a Title I school-wide program. The Parent Committee also certifies it has had an opportunity to review the program in a timely fashion, determines that the school wide program is consistent with the purpose of the formula grant program, and will not diminish the availability of the culturally related activities for the Indian students.

_____ Name, Title	_____ Date	_____ Name, Title	_____ Date
_____ Name, Title	_____ Date	_____ Name, Title	_____ Date
_____ Name, Title	_____ Date	_____ Name, Title	_____ Date
_____ Name, Title	_____ Date	_____ Name, Title	_____ Date

(Note: The LEA and Parent Committee (PC) are to locally determine the number of PC members that are required for PC approval of the application.)

## **APPLICATION COMPLETION CHECKLIST**

The following checklist is provided to assist LEA's in determining whether all requirements of the Formula Grant Application have been met.

<b><u>ALL Applicants for NEW projects should submit:</u></b>	<b><u>Section</u></b>
___ Triplicate copies	Section A
___ Face Page (ED Form 424; signed by authorized representative)	Section C, Part I
___ Budget Forms (ED Form 524)	Section C, Part II
___ Assurance and Certification Forms	Section C, Part III
___ Project Summary Forms for New Applications	Section C, Part IV
___ Project Summary Forms for Continuation Applications	Section C, Part V
___ Budget Detail Summary Forms	Section C, Part VI
___ Student Count Total Form	Section C, Part VII
___ Parent Committee Approval Form (requirement does not apply to BIA funded schools and eligible tribal applicants)	Section C, Part VIII
___ Information addressing Section 427 of GEPA	Section C, Part IX

### **NEW MULTI-YEAR PROJECTS - In addition to the above must submit:**

___ Justification for multi-year project	Section C, Part IV
___ Project Summary Forms for New Applications (Project Performance Objectives for each year requested)	Section C, Part IV
___ Budget Detail Summary Forms (For each year requested)	Section C, Part VI

## **APPLICATION COMPLETION CHECKLIST**

### **CONTINUATION APPLICATIONS - Submit the following:**

—	Triplicate copies	Section A
—	Face Page (ED Form 424; signed by authorized representative)	Section C, Part I
—	Budget Forms (ED Form 524)	Section C, Part II
—	Assurance and Certification Forms	Section C, Part III
—	Project Summary Forms for Continuation Applications	Section C, Part V (Pages 1-3)
—	Budget Detail Summary Forms	Section C, Part VI (Pages 1-2)
—	Student Count Total Form	Section C, Part VII
—	Parent Committee Approval Form (requirement does not apply to BIA funded schools and eligible tribal applicants)	Section C, Part VIII